



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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*Bill Dodd, Chair*  
Napa County and Cities

*Scott Haggerty, Vice Chair*  
Alameda County

*Tom Annunzio*  
City and County of San Francisco

*Tom Azumbrado*  
U.S. Department of Housing  
and Urban Development

*Tom Bates*  
Cities of Alameda County

*Dean J. Chu*  
Cities of Santa Clara County

*Dave Cortese*  
Association of Bay Area Governments

*Dorene M. Giacomini*  
U.S. Department of Transportation

*Federal D. Glover*  
Contra Costa County

*Anne W. Halsted*  
San Francisco Bay Conservation  
and Development Commission

*Steve Kinsey*  
Marin County and Cities

*Sue Lempert*  
Cities of San Mateo County

*Jake Mackenzie*  
Sonoma County and Cities

*Jon Rubin*  
San Francisco Mayor's Appointee

*Bijan Sartipi*  
State Business, Transportation  
and Housing Agency

*James P. Sperring*  
Solano County and Cities

*Adrienne J. Tissier*  
San Mateo County

*Amy Worth*  
Cities of Contra Costa County

*Ken Yeager*  
Santa Clara County

*Steve Heminger*  
Executive Director

*Ann Flemer*  
Deputy Executive Director, Operations

*Andrew B. Fremier*  
Deputy Executive Director,  
Bay Area Toll Authority

*Therese W. McMillan*  
Deputy Executive Director, Policy

## ADMINISTRATION COMMITTEE

October 8, 2008  
MINUTES

### Attendance

Chairperson Bates called the meeting to order at approximately 10:06 a.m. Committee members present were: Commissioners Cortese, Glover, Kinsey, Mackenzie, Sartipi, and Tissier. Other commissioners present were: Dodd, Haggerty, Chu, Giacomini, Halsted, Lempert, Rubin, and Worth.

### CONSENT

#### Minutes

The Committee received and approved as written the meeting minutes of September 10, 2008.

#### Contract Amendment: Transportation 2035 Plan Public Participation: Pacific Municipal Consultants

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Pacific Municipal Consultants in an amount not to exceed \$75,000 to provide support with public participation services associated with the development of the Transportation 2035 Plan.

#### Contract Amendment: Regional Airport System Planning Analysis Update: SH&E, an ICF International Company

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with SH&E, an ICF International Company in an amount not to exceed \$380,000 to conduct a Regional Airport System Planning analysis update.

### MONTHLY FINANCIAL STATEMENTS

The Committee received the following monthly financial reports for the month of August: Operating Income through August 2008; Report of Operating Expenditures for FY 2007-08 through August 2008; Report of Capital Projects for FY 2007-08 through August 2008; FY 2007-08 Contract Services Disbursement Report for August 2008. For the months of July and August 2008, the monthly financial report listed seven (7) contract executed by the Executive Director in the amount of \$100,000 and under, and seventy-two (72) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget and actual revenue and expenditures through August 2008.

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## **INVESTMENT REPORT**

The Committee received the Investment Reports for the month of August 2008.

### **MetroCenter Retrofit Close-out Report**

The Committee received for information a report on the completion of the MetroCenter Retrofit project which was completed on time and \$300,000 under budget. Seismic upgrades of the building now meet FEMA 356 safety regulations for life safety.

### **Contract Amendment: Legislative Representation for FY 2009-11: Government Relations, Inc. – Thomas J. Bulger**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Tom Bulger (dba Government Relations, Inc.) in an amount not to exceed \$497,254 for legislative representation of MTC in Washington D.C. for an additional two years, through October 2011, subject to approval of future agency budgets and approval of MTC's Legislative Committee.

## **OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING**

There being no further business or public comment, the meeting was adjourned at approximately 10:14 a.m. The next Committee meeting date will be on November 12, 2008 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.